

**Steger-South Chicago Heights Public Library
Board of Trustees
Minutes of the July 15, 2021 Regular Meeting**

President Thurmond called the meeting to order at 7:07 pm

ROLL CALL:

Present: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Thurmond

Absent: Stanton

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Holecek-Sherman made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the June 17, 2021 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

The Director shared the Per Capita Grant Award Letter and a Thank You card from Melissa Formas.

FINANCIAL REPORT:

Trustee Nyhanna made a motion and Trustee Joyce seconded that the Board approve the July 2021 Claims list for \$32,754.20, the petty cash for \$155.83, the debit card for \$4,249.54 and the IMRF for \$1,742.70 {(Library (\$1137.90) + Employee (\$604.80)}. Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Thurmond

Nays: 0

Absent: Stanton

LIBRARIAN'S REPORT:

**LIBRARIAN'S REPORT
June 2021**

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates. Additionally, he assisted with our hoopla setup and reconfigured all our laptops for in-library checkout. We also ordered two more ceiling mount Wi-Fi enhancers so patrons will have improved connectivity throughout the building.

BUILDING MAINTENANCE:

- We obtained a new (to us) solid wood DVD holder from the River Forest Library.
- Aleck Plumbing came and did their seasonal inspection.
- Quality Alarm came and did their annual testing.
- Ron Cutshall helped moving furniture around the building, changed light bulbs, and repaired some cabinets.

PERSONNEL:

Devonte Turner accepted the full-time Tech Services Manager position and has already begun training with Martha in anticipation of her retirement.

PROGRAMS:

In June, we offered our first in-person program at the library in quite some time, a **DIY Seed Starter** event. **4** families participated. We offered **3** online programs, with a total number of our Facebook posts reaching over **5,811** individuals. Laura's **Easy Peasy Recipes** continues to be most popular. Our website had a total of over **1,200** visits.

OTHER:

- Max will be replacing the dead bushes out in the front of the Children's Wing.

Meetings:

I attended the following:

- Hoopla meeting on June 2
- Kiwanis on June 8
- ATLAS on June 17
- USAC Webinar on June 17
- Zone 5 on June 18
- Kiwanis on June 22

OTHER:

- The library's mortgage refinance was successfully completed.
- Jess and Laura were selected from among librarians all over the nation to present at the upcoming annual ARSL conference October 20-23, in Sparks, Nevada! They will be traveling together and staying overnight in an AirBnb near to the conference center.

Meetings:

I attended the following:

- Hoopla meeting on May 2 & 14
- SLAM on May 20
- Zone 5 on May 21
- ATLAS Trustee Training on May 22
- Kiwanis on May 25

COMMITTEE REPORTS:

None

OLD BUSINESS:

The Board discussed the quotes received so far for painting the library and concluded they would wait to make a decision until they had further information regarding the exact work to be done and possibly additional quotes.

Trustee Nyhanna motioned and Trustee Holecek-Sherman seconded to go into Closed Session in accordance with 5 ILCS 120/2(c) at 7:58pm. Upon a voice vote, motion passed.

Trustee Nyhanna motioned and Trustee Holecek-Sherman seconded to begin Closed Session at 7:59pm. Upon a voice vote, motion passed.

Trustee Joyce motioned and Trustee Fiorenzo seconded to end Closed Session at 8:10pm. Upon a voice vote, motion passed.

Trustee Joyce motioned and Trustee Fiorenzo seconded to reenter Open Session at 8:11pm. Upon a voice vote, motion passed.

Trustee Joyce motioned to appoint Amy Perez to fill the vacant trustee position and Trustee Fiorenzo seconded. Upon a roll call, the motion passed.

Ayes: Fiorenzo, Joyce, Nyhanna, Thurmond

Nays: Holecek-Sherman

Absent: Stanton

NEW BUSINESS:

Trustee Holecek-Sherman made a motion and Trustee Nyhanna seconded the motion to pass Ordinance 21-05: Ordinance Listing Board of Trustees of SSCHPL by Name, Address, Office, and Terms. Upon a voice call, motion carried.

Trustees reviewed Ordinance 21-06: Budget and Appropriation Ordinance.

Trustee Holecek-Sherman made a motion and Trustee Joyce seconded to hire Illinois NFP Audit & Tax, LLP for the annual audit. Upon a voice call, motion carried.

Trustees decided to allow the Director to select an extermination company to provide services.

Trustee Holecek Sherman made a motion and Trustee Nyhanna seconded to pay \$1,400 toward the library's mortgage each month. Upon a roll call, the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Thurmond

Trustees considered scheduling an upcoming Finance Committee meeting, but no date was set.

TRUSTEE DISCUSSION:

None.

ADJOURNMENT:

Trustee Joyce made a motion and Trustee Fiorenzo seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:34pm.

Secretary's Signature